

CHECKLISTS for ORGANIZATIONS

Applicant Name: _____ Date: _____

Attach the completed checklist to the top of your application packet.

For detailed instructions, be sure to read *How to Apply* in each section and
(www.arts.idaho.gov/grants/instructions.aspx#samples)

All applicants include:

- ☐ Checklist ☐ The optional (www.art.idaho.gov/grants/survey_online.aspx) helps us to provide better service.
- ☐ An adequately-sized, self-addressed stamped mailer if you want work samples returned.

Support materials, such as brochures, letters from community partners, or work samples of participating artists, assist the panel in understanding your organization and your project. **They should not exceed FIVE pieces.**

QuickFund\$

- ☐ completed application form 5.
- ☐ clear and understandable budget.
- ☐ in-kind contributions attachment (optional).
- ☐ two-page narrative.
- ☐ résumé or biography of key consultants, artists, or personnel (up to two pages each).
- ☐ current list of board of directors, with affiliations and contact information.
- ☐ IRS tax determination letter.
- ☐ support materials and/or work samples with an information list if required. (See page 57).

- ☐ IRS tax determination letter.
- ☐ support materials and/or work samples with an information list if required. (See page 57).

Public Art and Cultural Facilities

Public Art Projects include:

- ☐ completed application form 5.
- ☐ clear and understandable budget.
- ☐ in-kind contributions attachment (optional).
- ☐ narrative.
- ☐ résumé or biography of key consultants, artists, or personnel (up to two pages each).
- ☐ current list of board of directors with professional affiliations, and contact information.
- ☐ IRS tax determination letter.
- ☐ support materials and/or work samples with an information list if required. (See page 57).

General Operating Support

(GOS Interim applicants provide items starred *.)

- ☐ completed application form 5*.
- ☐ budget*.
- ☐ narrative*.
- ☐ financial statement for the most recently completed fiscal year with authorizing signatures.
- ☐ résumés (up to two pages each) and job descriptions of key consultants and personnel.
- ☐ current list of board of directors with affiliations and contact information.
- ☐ current two-to-five-year long-range plan.
- ☐ current marketing plan.
- ☐ IRS tax determination letter.
- ☐ support materials and/or work samples with an information list if required. (See page 57).

Capital Purchases and Single-phase Renovation/Construction Projects:

Public Art Project items and

- ☐ three current competitive bids.
- ☐ original specifications for bids with a comparative summary sheet attached.
- ☐ evidence of property or facility ownership or lease ownership or lease evidence.

Multi-phase Renovation/Construction:

All items above and

- ☐ a timeline and/or progress report keyed to the original plan and explain any delays or changes.
- ☐ a completed feasibility study (no more than three years old), drawings or color photographs of proposed construction, 8 x 11" blueprints, and an historic significance report, if applicable.
- ☐ proof of adequate liability and fire insurance.
- ☐ outline of long-range plan (for at least three years).

Project Support Grants

- ☐ completed application form 5.
- ☐ clear and understandable budget.
- ☐ in-kind contributions attachment (optional).
- ☐ five-page narrative.
- ☐ résumé of key consultants and personnel (up to two pages each).
- ☐ current list of board of directors with professional affiliations and contact information.

Feasibility Studies: Public Art Project items and

- ☐ a timeline.
- ☐ evidence of community involvement and support.